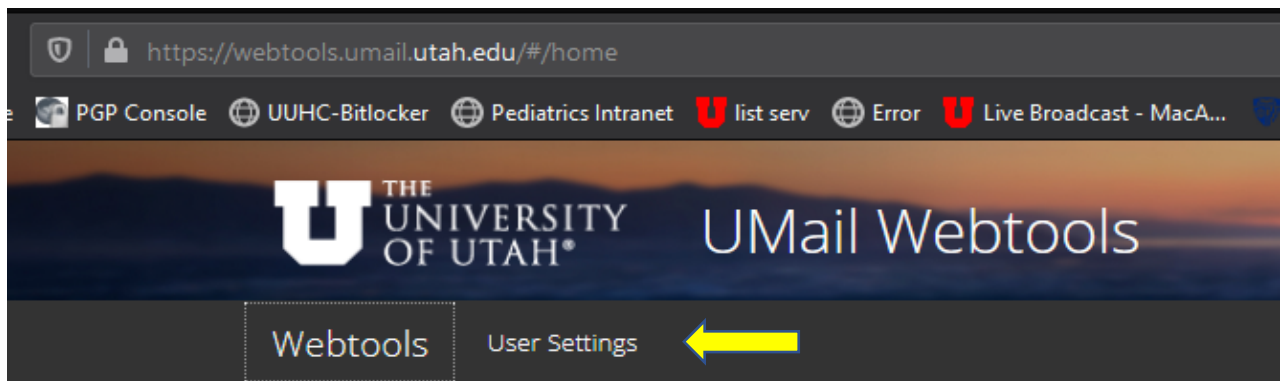


How to setup the uMail online email archive

- 1) Open UU citrix portal <https://access.med.utah.edu/vpn/index.html>
- 2) Launch the chrome browser
- 3) Navigate to the website, <https://webtools.umail.utah.edu>
- 4) Log in with your u# and university password
- 5) Click on the **User Settings** tab



Welcome To Webtools

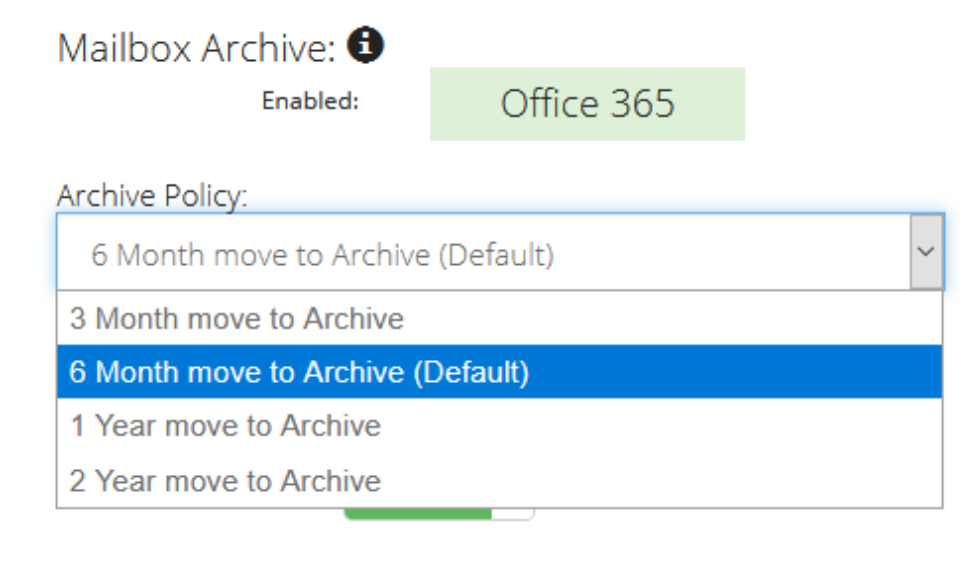
Your Roles are:

- Authenticated Users
- Domain Users
- Everyone
- Medium Mandatory Level
- PED-SG-ISOffice
- Ped_ISOffice_AP-SG
- Peds_IS_Office-SG
- Service asserted identity
- This Organization
- Users
- WB_BoardRoom2-SG
- WB_Conference_Room-B-SG
- WB_Conference_Room_238-B-SG

- 6) Enable the Mailbox Archive option on the right-hand side of the page
(This is similar to the slide on switch on a iPhone)



- 7) Select your Archive Policy Preference from the drop-down menu.
The default is 6 months, which means everything older than 6 months will be moved to the online archive.



Note: The archive is accessible thru outlook and on the OWA website
www.ualt.edu